

April 30, 2004

Memorandum

To: Assistant Secretaries */signed/*
Heads of Bureaus and Offices

From: J. Steven Griles, Deputy Secretary

Subject: 2004 Department of the Interior Environmental Achievement Awards:
Call for Nominations (**Due: June 15, 2004**)

Our Bureaus and offices undertake many unique activities which improve the environment. Interior has an environmental awards program that recognizes environmental accomplishments. These awards recognize Interior employees and teams, as well as Interior contractors and cooperators. I was impressed with the caliber of the award recipients at last year's ceremony and believe that we can have even more competition this year.

Thus, I am pleased to invite nominations for the 2004 Department of the Interior Environmental Achievement Awards, and strongly encourage all Bureaus and offices to submit entries that provide examples of the outstanding work we do. I have asked the Office of Environmental Policy and Compliance to keep me and Assistant Secretary – Policy, Management and Budget informed on your Bureau's or office's responsiveness to this request for nominations.

The Office of the Federal Environmental Executive has revamped the White House Closing the Circle Award. Since the two award programs recognize similar areas, Interior is modifying its award categories to more closely reflect those of the Closing the Circle Award. Interior will nominate recipients of the 2004 Environmental Achievement Awards to the Federal Environmental Executive for the 2005 White House Closing the Circle Awards. (Two exceptions are Interior awardees in the Environmental Stewardship and Contractor/Cooperator categories, which are beyond the scope of the White House award.) Certain Interior award nominations that are deemed exceptional, but do not win the Interior award, may be considered for nomination by the Department for the White House Award.

The categories for the 2004 Department of the Interior Environmental Achievement Awards are:

- Environmental Stewardship
- Waste/Pollution Prevention
- Recycling
- Green Purchasing
- Environmental Management Systems
- Sustainable Design/Green Building

A full description of the Award Categories and Evaluation Criteria are included in the

attachment, and are on-line at the award website provided below.

Please submit nominations by June 15, 2004. Where possible, on-line submissions are preferred at <http://www.doi.gov/greening/awards>; however, submissions will be accepted on compact disk. (Please use non-U.S. Postal Service overnight mail delivery.) Bureau or office award coordinators, in conjunction with environmental program staff, are requested to screen award nominations and provide a Memorandum of Nomination from the head of your Bureau or office to Willie R. Taylor, Director, Office of Environmental Policy and Compliance, by June 15, 2004. Please forward only your Bureau's or office's six best nominations, preferably one in each of the six categories.

Of course environmental compliance is important. A final screening will be performed to ensure that facilities associated with recommended award recipients are in compliance with applicable environmental laws and regulations. The nominating Bureau or office will be asked to provide evidence that all compliance-related audit findings have been addressed.

If you have any questions, please contact Catherine Cesnik, Office of Environmental Policy and Compliance, at (650) 329-5186 or Catherine_Cesnik@ios.doi.gov.

Attachment

cc: Bureau or Office Award Program Coordinators
Regional Environmental Officers
Greening the Interior Partnership Members
Environmental Management Systems Council Members
Bureau Environmental & Hazardous Materials Contacts
Office of Personnel
Office of Acquisition and Property Management